

**PASCO SCHOOL DISTRICT NO. 1**  
**HUMAN RESOURCES**  
**1215 WEST LEWIS ST.**  
**PASCO, WASHINGTON 99301**  
**PHONE (509) 543-6700 FAX (509) 543-6728 JOB LINE 543-6725**  
**Website: www.psd1.org**

February 24, 2010

**Misc. 09/10:**  
Corrected Posting

<b>POSITION ANNOUNCEMENT</b>
------------------------------

**POSITION:** **FIELD SUPERVISOR/TRAINER FOR NUTRITION SERVICES**  
**Exempt Position**  
**Building 210**

**EFFECTIVE DATE:** **Immediately**

**SALARY RANGE:** **\$39,899 - \$43,855**

**SCHEDULE:** **8 hours per day, Monday through Friday, hours vary**  
**260 day work year**

**QUALIFICATIONS:**

**REQUIRED: (Qualifications which are essential to the position)**

- High School Diploma or equivalent
- Three years experience in food service with increasing levels of responsibility, including supervision
- Excellent analytical skills
- Knowledge of electronic meal program systems and spreadsheets
- Three years of working in a nutrition services department or in a related field
- Certified and credentialed by the School Nutrition Association
- Knowledge of federal and state laws, rules and regulations and policies governing Child Nutrition programs
- Knowledge of modern methods of food preparation, distribution and operations
- Knowledge of health codes, food safety and sanitation principles (HACCP), nutritional requirements, customer service, marketing
- Experience in preparing food in large quantities, planning menus, controlling inventory and food, labor and supply cost
- Ability to use standard office equipment; basic knowledge of computer systems and ability to operate computerized point of sale program; ability to perform arithmetic calculations
- Ability to communicate effectively, present information to groups of people, effective decision making
- Ability to establish and maintain cooperative working relationships with students and other district personnel, ability to communicate with diverse audiences, meet scheduling deadlines, maintain records
- Strong written and verbal communication skills (English language)
- Experience in teaching and conducting training programs
- Ability to maintain confidentiality and organize and set priorities
- Ability to stand and walk for prolonged periods. Significant physical abilities including lifting, carrying, pushing, pulling, reaching, visual acuity and depth perception, color vision, and adequate field of vision
- Valid driver's license and evidence of insurability
- Must have current food handlers card for the state of Washington
- Ability to lift 50 lbs. when needed

**\*\*DESIRED QUALIFICATIONS, ESSENTIAL AND GENERAL RESPONSIBILITIES ON REVERSE SIDE\*\***

**APPLICATION AND LETTER OF INTEREST (E-MAIL NOT ACCEPTED) MUST BE FILED**  
**BEFORE CLOSING DATE OF:**

**March 31, 2010**

**4:00 P.M**

**Letters and applications received after the closing date & time will only be accepted and screened if the position remains unfilled.**

The Pasco School District complies with all federal & state rules & regulations & does not discriminate on the basis of race, color, national origin, sex, age, disability, or Vietnam or disabled veteran status. This holds true for all district employment & opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 compliance officer and/or Section 504/ADA coordinator. Title IX/RCW 28A.640 compliance officer, Sarah Thornton, 1215 W. Lewis Street, Pasco, WA 99301, 546-2816. Section 504/ADA coordinator, Jana Hubbs, 1215 W. Lewis Street Pasco, WA 99301, 546-2112.

**DESIRED: (Qualifications which are not required, but would be useful to the position)**

- Associate's degree preferred
- Bilingual Spanish/English preferred
- Skill and experience in the supervision, training and motivation of employees in multiple locations
- Experience working with diverse populations, community groups, adults and school-aged youth
- Excellent communication skills with diverse audiences
- Experience in labor-management relations
- Experience in conflict resolution/resolution of personnel issues

**ESSENTIAL RESPONSIBILITIES:**

- Assists the Supervisor and Assistant Supervisor in the supervision and training of nutrition services staff; assists with probationary and annual evaluations as directed
- Assists in observation and resolution of personnel issues including vacancies, assignment of substitute, and attendance
- Conducts frequent onsite visits to observe operations and to ensure that requirements of the breakfast and lunch programs and the summer feeding programs are being met
- Monitors food, supplies, labor usage and waste to help maintain fiscally sound operations
- Trains staff on the computerized point of sale system; provides on-site technical support
- Observes and gives direction to comply with meal accountability procedures in accordance with USDA regulations, and district policies and procedures
- Communicates with district personnel and nutrition services staff to provide quality food service to students, parent, visitors and district staff
- Sets up tests with schools to evaluate new products to determine student acceptability and quality for purchasing recommendations. Provides feedback on menus and assists with menu planning
- Supervises, directs and trains kitchen staff in skills necessary to complete assigned tasks, including appropriate use and care of equipment; provides training to meet nutritional, health, safety, sanitation and storage guidelines and requirements
- Monitors compliance with health codes and certification requirements to ensure operations are in compliance with food safety and sanitation guidelines (HACCP). Investigates, documents and reports incidents and on-the-job injuries
- Reviews facility use requests involving food preparation: Responsible for special district events, catering and other projects, to provide adequate staffing and food service. This may involve some evening work and work on weekends
- Maintains manual and computer records; prepares reports including meal counts, production records inventory reports, food safety reports, payroll and financial reports, and other documentation to convey information
- Responds to district personnel to discuss and resolve issues and challenges
- Supervises field staff to carry out objectives within areas of responsibility, in a safe, efficient manner
- Fills in as needed, in kitchens or in the district office when needed
- Assists other personnel as may be required to support them in the completion of their responsibilities
- Maintains state-of-the-art knowledge of nutrition services operations; attends professional meetings and training opportunities

**GENERAL RESPONSIBILITIES;**

The position's responsibility, under the direction of the Supervisor of Nutrition Services or designee, is to assist in managing the breakfast and lunch programs and the summer feeding program. This includes the supervision of staff, training of staff, food production and distribution, in accordance with federal and State regulations and district policies and procedures.